

SALESPERSON EXAMINATION CHANGE APPLICATION

RE 415A (Rev. 7/00)

TYPE OF CHANGE		
INDICATE TYPE OF CHANGE	FEE	COMPLETE ITEMS:
CHANGE/CORRECT EXAMINEE NAME	NONE REQUIRED	#1-10 AND 13-14
CHANGE/CORRECT MAILING ADDRESS	NONE REQUIRED	#1-4, 6-10 AND 13-14
CORRECT BIRTH DATE	NONE REQUIRED	#1-4, 6-10 AND 13-14
CORRECT SOCIAL SECURITY NUMBER	NONE REQUIRED	#1-4, 6-10 AND 13-14
RESCHEDULE EXAMINATION	FIRST \$15 ADDITIONAL \$30	#1-4 AND 6-14
RE-EXAMINATION	\$60	#1-4 AND 6-16

Read reverse side before completing this application.

APPLICANT INFORMATION		
1. EXAMINATION TYPE S <input type="checkbox"/> SALES		2. EXAMINATION ID# (IF KNOWN)
3. EXAMINEE NAME — LAST, FIRST, MIDDLE		4. BIRTH DATE Month Day Year
5. EXAMINEE'S NEW NAME — LAST, FIRST, MIDDLE		
6. MAILING ADDRESS — STREET ADDRESS OR POST OFFICE BOX		
CITY	STATE	ZIP CODE
7. SOCIAL SECURITY NO.	8. RESIDENCE TELEPHONE NUMBER	9. BUSINESS TELEPHONE NUMBER
10. Have you ever applied for a California real estate exam under your current name or any other names (i.e., maiden name, former married names, AKA's, etc.)? If YES, list all names used: <input type="checkbox"/> NO <input type="checkbox"/> YES		
11A. Do you now hold or have you ever held a California real estate license? <input type="checkbox"/> NO <input type="checkbox"/> YES If YES, complete 11C, D, E and F below.		
11B. TYPE OF LICENSE	11C. IDENTIFICATION NUMBER	11D. EXPIRATION DATE
11E. NAME ON LICENSE		
12. IN WHICH AREA WOULD YOU PREFER TO TAKE THE EXAM? (SEE "SCHEDULING INFORMATION" ON REVERSE SIDE.) <input type="checkbox"/> LOS ANGELES <input type="checkbox"/> SACRAMENTO <input type="checkbox"/> OAKLAND <input type="checkbox"/> SAN DIEGO <input type="checkbox"/> FRESNO		13. ENTER THE EARLIEST DATE YOU CAN TAKE THIS EXAM. Month Day Year

Certification

I hereby certify that I am aware of all examination requirements and that I understand that the fee remitted will not be refunded under any circumstances (per Section 10207 of the Business and Professions Code).

14. ORIGINAL SIGNATURE OF APPLICANT

15. DATE SIGNED

DATE KEYED

DRE USE ONLY

PROCESSOR'S NUMBER

GENERAL INFORMATION

Read this information and complete the application according to the instructions below.

Type or print clearly in ink.

Application may be used to:

- Change or correct your name. Legal verification must be submitted for name changes (i.e., copy of marriage certificate, court order, or driver's license reflecting name change).
- Change or correct your mailing address;

Note: An address change may also be completed by calling (916) 227-0900.

- Correct your birth date or social security number; and
- Apply for *re-scheduling* or *re-examination* if you have misplaced your Salesperson Exam Schedule Notice (RE 401A) or Salesperson Exam Result Notice (RE 418A).

RE-EXAMINATION/RESCHEDULING

- If it has been over two years since you were qualified to take this examination, please contact our Sacramento office at (916) 227-0900 (sales exam). If our computer records reflect previously submitted documentation, and requirements have not significantly changed, you may not need to resubmit documentation for courses/education.
- **Rescheduling** can be requested by submitting either your previous schedule notice or this form with the appropriate fee. You may only be scheduled for one examination date at a time. If you appear for the exam you are re-scheduling, a new examination date will not be assigned and your fee will be forfeited.

SCHEDULING INFORMATION

- The following special scheduling requests cannot be guaranteed: a specific date or a specific exam location within the area you have chosen.
- Salesperson applicants may indicate whether they wish to take the examination on a specific day of the week; however, this may delay the first available examination date. *Note:* The salesperson examination may not be given as frequently on Mondays in some areas.
- Due to the varying demand throughout the state, examination dates in some areas are filled more quickly than others. Therefore, if you want the earliest possible date, you may indicate more than one choice on line #12 for the areas in which you wish to take the examination. You may also attach a separate page stating specific dates; include your daytime phone. Requests for dates less than two weeks away from the date your application is processed cannot be guaranteed.
- Acknowledgment will not be mailed for name, address or birth date corrections/changes.
- If you do not receive an examination notice within two–three weeks, please contact our Sacramento office. Telephone: (916) 227-0900 Hours: 8:00 A.M.—5:00 P.M. Your examination will normally be scheduled at least two weeks after your application has been received and processed.

CURRENTLY OR PREVIOUSLY LICENSED?

- If you currently have a real estate salesperson license in California, or if your license expired less than two years ago, you are not eligible to take a salesperson examination. You may obtain a new license through the renewal process.
- ✓ If you were issued an 18-month conditional salesperson license within the last four years, that is currently suspended under Section 10153.4 B&P Code, you are not eligible to take the salesperson examination. However, if four years have elapsed from the issuance date of the suspended license, you are eligible to take a new salesperson examination.

EDUCATION REQUIREMENT

In order to qualify to take the examination on or after 1/1/86 applicants must meet all education requirements in effect at that time. (Refer to *Instructions To License Applicants* handbook which is available from any DRE office.)

APPLICANT LISTS

Applicant lists contain the names and addresses of all examination applicants; they do not indicate that an examination has been taken nor that one has been passed/failed. The lists are provided, upon request, to institutions who wish to offer educational opportunities. Your name and mailing address will be provided *unless* you submit a written request to remove your name.

MAILING INFORMATION

Make check or money order payable to:

DEPARTMENT OF REAL ESTATE

Mail completed application, documents and fee (if required) to:
Department of Real Estate
P.O. Box 187001
Sacramento, CA 95818-7001

PRIVACY NOTICE: Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. *Each individual has the right to review personal information maintained by this Agency, unless access is exempted by law.*

Department of Real Estate
2201 Broadway
Sacramento, CA 95818

Managing Deputy Commissioner IV
Licensing, Exams & Education
Telephone: (916) 227-0931

General powers of the Commissioner, Section 10050, 10071 and 10075 of the Business and Professions Code authorizes the maintenance of this information.

If this form requests your social security number, that information is voluntary.

The Real Estate Law and the Regulations of the Commissioner require applicants to provide the Department with specific information. If all or any part of the required information is not provided processing may be delayed. In addition the Commissioner may suspend or revoke a license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license.

The information requested in this form is primarily used to furnish license status information to the Department's Enforcement Section, and to answer inquiries and give information to the public on license status, mailing and business addresses and actions taken to deny, revoke, restrict or suspend licenses for cause.

This information may be transferred to real estate licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, F.B.I.), and any other regulatory agencies (i.e., Department of Corporations, Department of Insurance, Department of Consumer Affairs, California Bar Association).